**NOW HIRING**– **Proposal Coordinator**

We are seeking a detail-oriented and proactive **Proposal Coordinator** to join our team and support the firm’s business development and marketing efforts. This role plays a key part in coordinating and producing compelling responses to Requests for Proposals (RFPs), Requests for Qualifications (RFQs), and other procurement documents. The Proposal Coordinator works closely with technical staff, firm leadership, and marketing professionals to develop accurate, timely, and client-focused submissions that reflect the firm's brand and standards.

**WORK HOURS:** Office hours

**LOCATION:** Vancouver BC, hybrid (Monday to Friday).

**TERM:** Full Time Permanent

**DEPARTMENT**: Business Development - Admin

**Responsibilities and Expectations**

Proposal Management & Coordination

* Review and analyse RFP/RFQ requirements, ensuring compliance with submission criteria and deadlines.
* Collaborate with Principals, Project Leads, and technical staff to develop proposal strategies and gather relevant content.
* Write, edit, and organize content such as project descriptions, team bios, and firm narratives.
* Manage timelines, proposal schedules, and final delivery logistics (print and/or digital Board & Leadership Support

Visual Design & Content Development

* Maintain a central repository of resumes, project data, awards, and firm credentials.
* Track proposal outcomes and keep records of all submissions.
* Support the development of standardized templates, firm qualifications packages
* Use InDesign and other Adobe Creative Suite tools to design branded, visually consistent materials.
* Apply quality control standards for formatting, spelling, and graphic layout.
* Coordinate document finalization, printing, binding, or digital submission packaging.

Marketing & Administration

* Assist with presentations, award submissions, and marketing collateral updates.
* Update internal databases (e.g., CRM, project archives) and proposal trackers.
* Support team in preparing materials for client meetings and internal communications.
* Other responsibilities as requested.

**Qualifications/Assets**

* 2+ years of experience in proposal coordination, marketing, or project support within an architecture, engineering, or design environment.
* Proficiency in SharePoint, Adobe Creative Suite (especially InDesign) for layout, formatting, and visual presentation of proposals.
* Familiarity with Microsoft Office Suite (Word, Excel, PowerPoint) for document preparation and data management.
* Strong written and verbal communication skills for clear, concise proposal content and collaboration with internal teams.
* Excellent organizational and time management abilities to handle multiple deadlines and coordinate complex proposal processes.
* Attention to detail and accuracy to ensure error-free, high-quality submissions.

Compensation for this position will be commensurate with experience, skills, and qualifications. The expected salary range for this role is ($60,000 - $80,000).

**ABOUT FRANCL ARCHITECTURE**

Francl Architecture is an established architecture and urban design firm based in Vancouver, BC. With over 30 years of experience, the firm is known for its thoughtful, context-driven work across a wide range of public, institutional, and private projects. Grounded in collaboration and design excellence, Francl brings clarity and craft to complex sites, shaping built environments that are both practical and enduring. Our firm is home to a diverse and passionate team of architects, designers, and collaborators who are committed to creating meaningful spaces for the communities we serve. For more information, please visit [www.franclarchitecture.com](http://www.franclarchitecture.com)

**APPLY NOW:** Apply online on Indeed.  Or email your resume and cover letter to careers@franclarchitecture.com quoting **Proposal Coordinator**

**DEADLINE:** Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Francl Architecture is an equal opportunity employer. We believe that diversity, equity and inclusion enrich the design process and strengthen our work. Our firm is committed to fostering an equitable and inclusive environment - one where collaboration, respect, and a shared commitment to thoughtful design are at the core of how we work and engage with our communities.

Francl Architecture is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email careers@franclarchitecture.com and we’ll work with you to meet your accessibility needs.